

**CLASSIFICATION SPECIFICATION FOR: CLERICAL AIDE**

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

**POSITION SUMMARY**

Under direction, to perform a variety of responsible clerical tasks requiring a good working knowledge of office procedures.

**ESSENTIAL FUNCTIONS STATEMENTS** Essential responsibilities and duties may include, but are not limited to, the following:

1. Set-up new files, file and maintain filing system.
2. Provide assistance to visitors or callers by referring them to appropriate sources of information.
3. Assemble required supplemental materials for agenda packets.
4. Type a variety of correspondence, forms and reports from clear copy or draft.
5. Provide limited secretarial support to staff.
6. Operate a variety of office equipment, including word processing equipment, typewriters, calculators.
7. Take initiative in identifying and averting maintenance or safety hazards
8. Open and route mail, assist in mailing outgoing mail.
9. Receive, distribute and file plans.
10. Collate reports.
11. Performs related duties and responsibilities as required.

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING** Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Equivalent to completion of the twelfth grade.
- One year of responsible experience in typing and general clerical work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Office practices and procedures.
- Basic mathematics.
- Correspondence forms and correct punctuation, spelling, grammar and vocabulary.
- Basic records retention system.

Ability to:

- Operate a variety of modern office equipment.
- Develop a general knowledge of department operations.
- Follow written and oral instructions.
- Type at a speed of not less than 45 net words per minutes from a clear copy.
- Maintain effective working relationships with those contacted in the course of work.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

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### **PHYSICAL DEMANDS**

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

### **WORK ENVIRONMENT**

Employees work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

**FLSA:** Non-exempt

### **PROPERTY INTEREST:**

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